

St. Ann's Home & School
Financial Accountability Process

1. **Income**: The event chair needs to provide any money raised from the fundraising event to the Treasurer for accountability purposes prior to netting out the expenses. This needs to be completed within one week of completing the fundraiser using the Income and Expense Form.
 - a. Paper and coin monies raised should be counted showing the amount by denomination pursuant to Income and Expense Form.
 - b. Checks need to be listed individually and tallied pursuant to the Income and expense Form.

2. **Expenses**: Expenses incurred from a fundraiser/social event or any other H&S related expense should be reimbursed either before the expense is incurred or receipts need to be given directly to the Treasurer for reimbursement after the expense is incurred. Please use the Income and Expense Form for filing for any expenses.
 - a. Process for payment prior to incurring expense:
 - i. Event chair or any individual seeking reimbursement needs to directly contact Treasurer indicating the amount that will be spent on an item.

 - ii. Treasurer and chair/person will arrange for payment of funds (e.g., meet at Sam's, mail check to house). After paying for item, chair will complete the Income and Expense Form, **attach receipts** and contact the Treasurer via U.S mail or in person.

 - b. Process for payment after incurring expense:
 - i. Event chair or any individual seeking reimbursement needs to identify all of the expenses with supporting receipts that were spent on the event or item using the Income and Expense Form.

 - ii. Upon identification of all expenses and completion of the Income and Expense Form, the event chair/person needs to directly contact the Treasurer via phone or U.S. mail indicating the amount that was spent on an item along with the receipt for the item. Please do not leave receipts with Virginia, or any other School or H&S representative, but rather contact the Treasurer directly to ensure timely payment.

 - iii. Upon receipt of the Income and Expense Form along with the supporting expense documents (receipts) the Treasurer will mail or make **arrangements** to pay the chair/person directly for the expenses within 3 days of receiving the receipts.

Attachment - Income and Expense Form

St. Ann's Home and School Income and Expense Form

FUNDRAISER/SOCIAL EVENT: _____

DATE: _____

Directions: Please use this form to record income and expenses for each fundraiser and/or social event, and for filing for any reimbursement of an expense. The event chair is responsible for completing this form and directly contacting the Treasurer, Jennifer Unitan at 877-9686 or unitans@charter.net to make arrangements for exchange of form and monies. This form needs to be filed within one week of completing the fundraiser/social event or purchase of an item. See Financial Accountability Process document for more details.

INCOME: The event chair **will use this form** for tallying and providing any money raised from the fundraising event to the Treasurer for accountability purposes prior to netting out the expenses.

Seed Money: \$ _____ (money provided by Treasurer before event)

Money Collected:

Paper and coin monies:

Denomination	Qty	Extended Amount	Denomination	Qty	Extended Amount
Pennies:		\$	\$1:		\$
Dimes:		\$	\$5:		\$
Nickels:		\$	\$10:		\$
Quarters:		\$	\$20:		\$
Coins Total		\$	\$50:		\$
			\$100:		\$
			Paper Total		\$

Checks: Checks need to be listed individually and tallied below or on a separate sheet or calculator tape and attached to this form.

Check #	Amount	Check #	Amount	Check #	Amount
Check Total					\$

